

### **MARY'S MOUNT PRIMARY SCHOOL APPLICATION FOR ENROLMENT**

OFFICE US	SE ONLY
Date Rec'd	
App Fee	
AOS	
Birth	
IMM	
Baptism	
PP Ref	
Siblings	
Number	

Page 1

3 YEAR OLD KINDY ACADEMIC YEAR of Admission 4K PP Y1 Y2 Y3 Y4 Y5 Y6 YEAR of Admission 20 \_\_\_\_\_ YEAR of Admission 20\_

Preference: 1 Day or 2 Days

STUDENT INFORMATION

APPLICATION FOR ADMISSION 3.0

Student Surname:	Gender: Male/Female		
First Name:	Preferred Name:	<del></del>	
Address:			
State:	Postcode:		
Date of Birth:	Birthplace:		
Birth Certificate Attached: Yes/No	Aboriginal/Torres Strait Islander: Yes/No		
If yes to Aboriginal/Torres Strait Islander, then Group	p of Origin :		
Nationality:	Australian Permanent Resident: Yes/N	No	
If born outside of Australia:			
Date of arrival in Australia:	Visa Category Number:	_	
Country of Citizenship:			
Current School :	Year level:		
Religious Denomination:	Parish Priest:		
	Suburb:		
Date of Reception of Sacraments:	Baptism Certificate Attached Yes/I		
•	irst CommunionConfirmation		
FAMILY INFORMATION MOTHER/CAREGIVER 1			
Title: Surname:	First Name:		
Address:			
	State: Postcode:		
Religious Denomination:	Parish Priest:		
Parish:	Suburb:		
Occupation:	Employer:		
Contact Address:			
Contact Numbers: (hm)	(wk) (mol	b)	
Email Address:		-	
Country of Citizenship:			
FATHER/CAREGIVER 2			
Title: Surname:	First Name:		
Address:			
	State:Postcode:		
Religious Denomination:	Parish Priest:		
Parish:	Suburb:		
Occupation:			
Contact Address:			
	(wk) (mob	b)	
Email Address:		_	
Country of Citizonship:			

Name of person(s) with legal guard			
f applicable a copy of any Parentin			Yes/No
Any other conditions enforced at I	dW:		
SIBLINGS			
Name	Year Level/Age	School	
Name	_		
EMERGENCY CONTACT DETA	AILS (OTHER THAN A PA	RENT/GUARDIAN)	
Name:			
Address:			
Contact Numbers:	(hm)	(wk)	(mob)
Name:		Relation to Student:	_
Address:			
Contact Numbers:	(hm)	(wk)	(mob)
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### MEDICAL INFORMATION

(Applicable to an imminent enrolment commencement)

### **IMMUNISATION RECORD**

It is a <u>condition of enrolment</u> that you provide a current Australian Immunisation Register (AIR) Immunisation History Statement which shows your child is 'up-to-date' with all the scheduled immunisations (according to the National Immunisation Program) for their age. <u>This Statement must not be more than two months old.</u>

F- fully immunised	N – not immunised	I – incomplet	te immunisa	tion P	– personal obj	ections
Measles	Mumps	Rubella		Diptheria	Tetar	nus
Hepatitis B	Pertussis (Whooping Cough)	Polio (OPV)		Immunisat Yes/No	ion Record Att	ached
amily Doctor/Medi	cal Clinic:					
Address:						
Medicare Number:			Exp:		Ref No:	
I authorise Mary's N son/daughter when transfusion, medicat Primary School to a	ENCY AUTHORISATION  Tount Primary School to considered necessary. If ion and I/we are unable to medically recommends.	seek medical/de f an emergency to be contacted v	occurs requ vithin a reas	iiring surgery sonable time,	r, anaesthetic I/we authoris	, oxygen, blod e Mary's Mou
behalf.	)/Consultanta)				<b>N</b> -1	
ignature of Parent(s	)/Guardian(s):	MOTHER/CAREGIVER 1			oate:	
		, ,				
					oate:	
		ATHER/CAREGIVER 2				
	ou agree that the informa		he <i>Student I</i>	nformation a	nd <i>Family Info</i>	rmation
YES	ided to the relevant Paris	n Priest?				
TL3	NO					
AGREEMENT						
	accept that the completi		-		•	
/we understand and	accept that attendance a	it an interview do	es not guara	antee an enro	lment offer be	ing made.
/we understand that n any other Catholic	t enrolment of a student i school.	in one Catholic sc	hool does n	ot guarantee	the enrolmen	: of that stude
/we have completed accept that if it can process, especially in	this application form full be demonstrated that I relation to this student's en the enrolment may be	/we have withhe s individual needs	eld informat s, medical co	ion relevant onditions, hea	to the applica	ation/enrolme
/we have read and	fully understand and agre II required aspects of the	ee that enrolmen	t in a Catho	lic school me		
/we have read and f	ully understand and agree	e to the terms and	d conditions	set out in the	e school fee co	llection policy
	by the policies and direce enacted from time to tim		ol and the (	Catholic Educ	ation Commis	sion of Weste
Signature of Parent(s	)/Guardian(s):			Date	:	
	,	MOTHER/CAREGIVER 1				
				Dato		
		FATHER/CAREGIVER 2		Date:	:	
APPLICATION FOR ADMISS	SION 3.0				Pa	ge 3

## PLEASE RETURN YOUR COMPLETED APPLICATION AND ACCOMPANYING PAPERWORK TO:

### **Mary's Mount Primary School**

47 Davies Crescent, Gooseberry Hill WA 6076 Ph. 08 9290 5200 | enrolments@mmps.wa.edu.au

<u>3 YEAR OLD KINDERGARTEN</u>: To be considered for enrolment into 3 Year Old Kindergarten, your child must be three years of age at commencement.

<u>4 YEAR OLD KINDERGARTEN</u>: To be considered for enrolment into 4 Year Old Kindergarten, your child must be four years of age by 30 June of that year. Should your child be turning four later in the year they will be considered for Kindergarten the following year.

A copy of your supporting documentation is to accompany the Application for Enrolment form. Originals of these documents should be presented at the enrolment interview.

An application fee of \$25.00 is to be forwarded with this application form which is non-refundable. Payment can be made in person at the school office or over the phone by credit card.

### THIS APPLICATION MUST BE COMPLETED AS MUCH AS POSSIBLE AND SIGNED BY BOTH PARENTS/CAREGIVERS

Where applicable, please attach a copy of each of the following documents.

- 1. Birth Certificate
- 2. Australian Immunisation Register (AIR) Immunisation History Statement.
- 3. Passport and/or Visa if born outside of Australia
- 4. Parish Priest Reference
- 5. Certificate of Baptism
- 6. Current Restraining Orders / Custodial Court Orders



### **MARY'S MOUNT PRIMARY SCHOOL**

### **DATA COLLECTION FORM**

This information is being collected to enable nationally comparable reporting of students' outcomes against the *National Goals for Schooling in the Twenty-First Century*. This information is collected in accordance with the school's Privacy Policy.

Date	
Name of student:  First name  Last name	Date of Birth (dd/mm/yyyy)
Home address of student: (No. and street name)	Suburb Postcode
1 Sex Male	
2 Is the student of Aboriginal or Torres Strait Is (For persons of both Aboriginal and Torres Strait Islands)	_
No Yes, Aboriginal Yes, Torres Strait Islander Yes, both Aboriginal and Torres Strait Islander	□       4         □       1         □       2         □       3
Australia	(office use only)  1101 2102 9225 1201 5205 5203 2105 5202 8104 7103

		student	female pare	-	rent/	
			guardian	guardian	(office use only	)
lo,	English only	<u> </u>	·····	∐	1201	
es,	Italian	<u> </u>	····	·····.	2401	
es,	Vietnamese	<u> </u>	·····	·····.	6302	
es,	Cantonese	H	····-		7101	
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es,	Other - please specify					
What	is the highest year of prima	ry or second	dary school the	9		
rents	s/guardians have completed	?	-			
or pers	ons who have never attended scho	ol, mark 'Year	9 or equivalent o	r below.)		
			-	ı		offi
Voor	12 or oguivalent	_	guardian	Г	guardian	use
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rear	9 or equivalent or below	•••••		·····L	_	
/hat i	s the level of the <i>highest</i> qua	alification tl	ne parents/gu	ardians		
ave c	ompleted?					
		<b>.</b>				
			-		-	o <u>f</u> use
Bach	elor degree or above	-		Г		use.
	nced diploma/Diploma		=		╡	(
, .a • a	ficate I to IV (including trade	••••••	=		╡	į
Certi						
certi	ficate)on qualificationon-school qualification				7	8
	es, es, es, es, es, es, es, es, Year Year Year Year Year	es, Arabic (incl. Lebanese) es, Afrikaans	es, Arabic (incl. Lebanese)	es, Arabic (incl. Lebanese)	es, Mandarin	es, Mandarin

6(a) What is the occupation group of the female parent/guardian?	
6(b) What is the occupation group of the male parent/guardian?	

Please select the appropriate parental occupation group from the attached list.

- If the person is not currently in <u>paid</u> work but has had a job in the last 12 months or has retired in the last 12 months, please use the person's last occupation.
- If the person has not been in <u>paid</u> work in the last 12 months, enter '8' in the box above.

### List of Parental Occupation Groups (for question 6)

### GROUP 1: Senior management in large business organisation, government administration and defence, and qualified professionals

Senior executive/manager/department head in industry, commerce, media or other large organisation.

Public service manager (Section head or above), regional director, health/education/police/fire services administrator

Other administrator [school principal, faculty head/dean, library/museum/gallery director, research facility director]

**Defence Forces** Commissioned Officer

**Professionals** generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others.

Health, Education, Law, Social Welfare, Engineering, Science, Computing professional

Business [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]

Air/sea transport [aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller]

### GROUP 2: Other business managers, arts/media/sportspersons and associate professionals

**Defence Forces** senior Non-Commissioned Officer

### GROUP 3: Tradesmen/women, clerks and skilled office, sales and service staff

**Tradesmen/women** generally have completed a 4 year Trade Certificate, usually by apprenticeship. <u>All tradesmen/women are included in this group</u>.

Clerks [bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk]

### Skilled office, sales and service staff.

Office [secretary, personal assistant, desktop publishing operator, switchboard operator]
Sales [company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher]

**Service** [aged/disabled/refuge/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor]

### GROUP 4: Machine operators, hospitality staff, assistants, labourers and related workers

Drivers, mobile plant, production/processing machinery and other machinery operators.

**Hospitality staff** [hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, porter, housekeeper] **Office assistants, sales assistants and other assistants**.

Office [typist, word processing/data entry/business machine operator, receptionist, office assistant]
Sales [sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker]

**Assistant/aide** [trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant]

#### Labourers and related workers

**Defence Forces** ranks below senior NCO not included above

**Agriculture, horticulture, forestry, fishing, mining worker** [farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand]

**Other worker** [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor.



## MARY'S MOUNT PRIMARY SCHOOL STANDARD COLLECTION NOTICE

- 1. Mary's Mount Primary School (MMPS) collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at Mary's Mount Primary School. As the school is a member of Catholic Education of Western Australia (CEWA), it collects the information on behalf of CEWA. Collection may be in writing or in the course of conversations. The primary purpose of collecting this information is for MMPS and CEWA to support and administer students' safe participation in the educational programme of the school according to law, which will enable students to participate in MMPS and CEWA activities.
- 2. Some of the information we collect is to satisfy MMP's and CEWA's legal obligations, particularly to enable the Principal to discharge their duty of care.
- 3. Laws governing or relating to the operation of a school requires certain information be collected and disclosed. These include the School Education Act, the Children and Community Services Act, and the System and funding agreements between CEWA and the State and Federal governments.
- 4. Health information about students is sensitive information within the terms of the Australian Privacy Principles (APPs) under the Privacy Act 1988. We may ask you to provide medical reports about students from time to time.
- 5. Mary's Mount Primary School may disclose personal and sensitive information for educational, administrative and support purposes. This may include to:
  - i. other schools and teachers at those schools;
  - ii. government departments;
  - iii. The Catholic education Office, the Catholic Education Commission, the diocese and the parish, other related church agencies/entities;
  - iv. medical practioners;
  - v. people providing educational, support and health services to MMPS and CEWA, including specialist visiting teachers, sports coaches, volunteers, counsellors and providers of learning and assessment tools;
  - vi. assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority;
  - vii. people providing administration and financial services to the School and CEWA;
  - viii. anyone you authorise MMPS to disclose information to; and
  - ix. anyone to whom MMPS or CEWA is required or authorised to disclose the information to by law, including child protection laws.
- 6. Personal information collected from students is regularly disclosed to their parents or guardians.
- 7. MMPS or CEWA may use online or 'cloud' service providers to store personal information and to provide services to MMPS that involve the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on a cloud service provider's server which may be situated outside Australia. Further information about MMPS or CEWA's use of an online or 'cloud' service providers is contained in the School's Privacy Policy.
- 8. MMPS's Privacy Policy, accessible on the school's website, sets out how parents or students may seek access to and correctio of their personal information which MMPS has collected and holds on behalf of CEWA. However, access may be refused in certain circumstances such as where access would have

- an unreasonable impact on the privacy of others, where access may result in a breach of MMPS's duty of care to the student, or where students have provided information in confidence. Any refusal will be notified in writing with reasons if appropriate.
- 9. MMPS's Privacy Policy also sets out how parents and students can make a complaint about a breach of the APPs and how the complaint will be handled.
- 10. MMPS may engage in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the School's fundraising activities solely for that purpose. We will not disclose your personal information to third parties or their own marketing purposes without your consent.
- 11. On occasions information such as academic and sporting achievements, student activities and similar news is published in MMPS and CEWA newsletters and magazines, on our intranet, and on ours or CEWA's website. This may include photographs and videos of student activities such as sporting events, school camps and school excursions. MMPS will obtain permission (annually) from the student's parent or guardian (and from student if appropriate) if we would like to include such photographs or videos (or other identifiable material) in our promotional material or otherwise make this material available to the public such as on the internet.
- 12. We may include students' and students' parents' contact details in a class list and School directory.
- 13. If you provide MMPS or CEWA with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to MMPS and why.
- 14. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your son/daughter.

  I have read, understood and accept the above conditions.

Name:	Signed:	
	- 8	
Date:		



# MARY'S MOUNT PRIMARY SCHOOL PARISH PRIEST REFERENCE FORM

INSTRUCTIONS: Please complete the top part of this form and then submit it to your Parish Priest for final completion. The Parish will forward the completed form to MMPS.

The Catholic Education in Western Australia (CEWA) Policy Statement on Student Enrolment requires the enrolling Principal to consult the Parish Priest. Completion of this from and presentation to the Parish Priest forms part of the enrolment process for Mary's Mount Primary School. Contact should be made with the Parish Secretary to find out the process for that Parish.

<u>TO B</u>	SE COMPLETED BY THE PARENT
To th	ne Parish Priest at:
Nam	e of Student: Phone No:
Addr	ress:
Nam	e of Mother/Guardian:
Nam	e of Father/Guardian:
Curr	ent School:
In a ( faith	overnment school, does child attend out of school scripture classes in the Parish:
	SE COMPLETED BY THE PARISH PRIEST
	se complete the information in reference to the family information above.
Q1.	Is the family actively involved in the life of the Church?
Q2.	Do you believe that parental attitudes towards the values, beliefs and practices of the Catholic faith are such that the school and home would be able to work successfully in the areas of faith education?
 Q 3.	Are there any pastoral circumstances you consider need to be taken into account about this student's enrolment in our school?
	Any other comments by the Parish Priest:
Signe	ed: Name:

To the Parish Priest: Please email this completed form to Mary's Mount Primary School enrolments@mmps.wa.edu.au at your earliest convenience.